COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Policy Directive (AFPD) 90-2, *Inspector General-The Inspection System.* This instruction extends the guidance of Air Force Instruction (AFI) 90-201, *Inspection General Activities,* as well as Air Force Reserve Command (AFRC) Sup 1 to AFI 90-201. It provides guidance in the execution, implementation and maintenance of the Self-Inspection (SI) Program with the use of the Management Internal Control Toolset (MIC-T), instructions on conducting self-inspections once a year (June) in non-Unit Compliance Inspection/Operational Readiness Inspection (UCI/ORI) years and semiannually starting twelve months prior to a UCI/ORI (February/August), and guidelines on how to use the self-inspection process as an effective tool for identifying, tracking, and resolving anticipated and/or actual problems within functional area and unit programs. It applies to Commanders, Unit Self-Inspection Managers, and Checklist Reviewers. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 through 944FW Publications and Forms Manager. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records,* and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims**/.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include introduction of MIC-T, an AFRC web-database housed within ArcNet; introduction of Group and Squadron Level Common Core Checklists in a separate attachment to assist MIC-T

Administrators in appropriately assigning UCI checklists; a requirement to perform SIs once per year unless we are twelve months prior to a UCI (SI to be done in February and August) of that year with SAVs in May and November or a requirement exists to it it semi annually or quarterly. This instruction appoints the Wing Process Manager (944FW/CCO) as the 944th Fighter Wing SI Manager, defining that role as the Wing Gatekeeper for all compliance inspections, it assigns responsibility to Unit Commanders, Air Reserve Technicians (ARTs), and SI Managers for reporting all formal visits to include Functional Assistance Visit (FAV), Readiness Assistance Visit (RAV), Staff Assistance Visit (SAV), Aircrew-Standardization Evaluation Visit (A-SEV), Logistics Compliance Assessment Program (LCAP), Health Services Inspection (HSI), or inspections/exercises administered by the 56FW or any other HHQ agency to the 944/CCO. This instruction provides guidance for Self-Inspection Manager and Checklist Manager appointment letters to be included in MIC-T, removes requirement for hard-copy self-inspection binders unless otherwise required by functional AFI, allows the 944FW/CCO to determine when root cause analysis needs to be accomplished should an inspection item continue to be a recurring problem, and lastly, correlates annual self-inspections in June with the management control program beginning FY2010.

1. **Responsibilities:**

1.1. The Wing Commander will set policy and ensure proper program direction throughout the Wing.

1.2. The Wing Process Manager (944 FW/CCO) will be appointed as the 944FW SI Program Manager. This individual will provide guidance/oversight of the SI Program by ensuring units are performing inspections and making changes/improvements determined by deficiency action plans. Additionally, assistance will be provided by the program manager while the Wing transitions to use of MIC-T for training. The program manager will determine when or if root cause analysis needs to be accomplished on self-inspection items. This will be done on items that are recurring problems. Root cause analysis will also be considered for items that fail to be closed out in MIC-T over a twelve month period. The program manager will act as the Wing Gatekeeper on all compliance inspection coordination. Unit Commanders, ARTs, and Unit Functional Managers will be responsible for reporting all FAVs, SAVs, inspections, and exercises administered by the 56FW or any other HHQ agency to the 944FW/CCO. This will enable appropriate awareness and provide input for a consolidated compliance inspection calendar.

1.3. The 944FW/CCO will use MIC-T to track unit, group, and wing level findings from SAVs, inspections/exercises administered by other HHQ agencies.

1.4. Squadron Commanders will appoint a primary and alternate Self-Inspection Manager (see **Attachment 2** for a sample appointment letter). Squadron Commanders are responsible for ensuring a SI Program is in place with adequate oversight and support. **Note:** As MIC-T implementation continues, the expectation is to populate all applicable appointment letters in MIC-T and not have external/hard copy appointment letters. Unit Commanders, ARTs and unit SI Managers will be responsible for reporting courses of action for closing items, or providing input on any formal HHQ status reports.

1.4.1. Squadron Commanders and Self-Inspection Managers have the responsibility to set up and administer their unit's Self-Inspection Program. They should consider augmenting inspections at other wings and use benchmark (lessons learned) opportunities

to improve processes/programs. The information and insight gained from observing inspections and benchmarking is invaluable.

1.5. As MIC-T implementation continues, the requirement will be to populate the completion of your annual self-inspection in MIC-T. Aeromedical Staging Squadron (ASTS) and Medical Squadron (MDS) HSI findings will be uploaded into MIC-T once the AFRC Functional Manager loads the checklists. ASTS and MDS will be responsible for common core checklists in MIC-T. ASTS and MDS will further be responsible for tracking HSI item closure and reporting progress to the Wing SI Manager.

2. **Procedure for Annual/Ongoing Self-Inspections:**

2.1. Self-Inspection Managers are required to use MIC-T. They will track, assign Point of Contact (POC), run reports, provide close-out status, do root-cause analysis as deemed necessary and provide a letter of assurance that self inspection has been completed (**see Attachment 3** for Self Inspection Completion Assurance Form example**)**. Where MIC-T checklists identify frequencies other than "annual," they must be inspected accordingly, i.e., semiannually, quarterly, etc.

2.2. Each unit/section needs to run all required checklists (functional, common core, safety, and by-law), reviewing recent inspection reports and cross-feeds and managing special interest items.

2.2.1. As the SI is completed, discrepancies are entered into MIC-T. **Note:** Enter the discrepancy related to checklists not yet populated in MIC-T, i.e., checklists applicable to A-SEVs and HSI, and provide findings on AF Form 3132, *General Purpose (11" x 8-1/2")* to the 944FW/CCO.

2.2.1.1. When entering a discrepancy into MIC-T, provide as much detail as possible in addition to a get well date or corrective action plan with suspense dates. This will include comments on comply, non-comply and not applicable. The comment field needs to indicate all pertinent information on that item, including who, how, and when the discrepancy is to be closed out. Additionally, upload material that supports the position of the unit, including AFIs, waivers, exemptions, and host-tenant agreement(s).

2.2.1.2. Open discrepancies will have suspense alerts entered in MIC-T. These will be reviewed at staff and/or stand-up meetings or in meetings with the Wing Commander (CC). Findings should be reviewed and updated to capture progress made toward completion/closure.

2.2.1.3. All major or critical discrepancies tracked in MIC-T or by hard copy require leadership oversight, particularly when open discrepancies become stagnant. Open discrepancies should be reviewed by the Commander/Unit SI Manager at least quarterly in a non-UCI time frame and monthly 12 months prior to a UCI. These items will be agenda items at all unit executive/senior staff meetings.

2.3. The SI Program involves continuous process improvement that includes all areas noted in **paragraph 2.2** of this instruction. New discrepancies entered and tracked in MIC-T or hard copy self-inspection program need to identify root cause and not merely attack symptoms. 8-Step problem solving will be used on those items that the Wing or Unit

Commander deems necessary and those major or critical in nature to the overall assessment of a program.

3. Procedure for Clearing Discrepancies *Not Associated* with Formal Inspections/SAVs:

3.1. Discrepancies that are not identified during formal inspections/SAVs, i.e., those noted during informal inspections will be closed by the OPR.   The OPR will then notify the squadron commander of closure. Prior to closure a comment needs to be made in the remarks section by the OPR, stating how the discrepancy was closed and the process put in place to prevent the discrepancy from reoccurring. Once a discrepancy is closed, it can no longer be updated and becomes part of the permanent record.

4. Procedure for Clearing Discrepancies identified during Formal Inspections/SAVs:

4.1. All findings/observations/discrepancies identified during formal inspections/SAVs will be entered into MIC-T by the unit SI Manager. The commander will ensure an appropriate OPR is identified and entered for each discrepancy. The OPR will work to correct the discrepancy and recommend closure to the commander.   Some findings will need to be considered for root cause analysis or 8-Step Problem Solving especially when the problems appear to repeat or when cross functional areas are involved. Once the discrepancy is resolved, the commander/section chief will make a comment in the MIC-T remarks section to include what process was put in place to prevent the discrepancy from repeating. The applicable chain of command is notified. The Wing SI Program Manager will brief the Wing Vice Commander (CV) and Commander and forward information to higher headquarters as required.

5. Additional Program Requirements:

5.1. Self-inspection checklists will be run once a year in June during non-inspection years. Additionally, the Wing SI Program Manager will conduct scheduled oversight visits as needed during non-inspection years. Twelve months prior to major compliance inspections (UCI/ HSI/LCAP, etc.)   MIC-T checklists will be run twice that year during February and August. The SI Program Manager and/or CV will perform oversight visits during the pre-compliance inspection year. In addition, the SI Program Manager will be available to assist each unit's progress towards discrepancy close out any time during the year.

5.2. The Wing SI Program Manager will conduct annual SI Manager meetings and brief the Executive Steering Group (ESG) on an as needed basis.

5.3. Each year, units produce an annual Statement of Assurance letter for the Management Internal Control Program (MICP). A unit can readily produce this letter if the self inspection common core checklists within MIC-T are run **(see Attachment 4)**. This letter is required by Financial Management (FM) the second or third quarter of each fiscal year. Another annual FM requirement the common core competency spreadsheet, required September each year can be validated and confirmed by checking MIC-T. These self-inspection checklists ensure MICP Statement of Assurance letter and Common Core Competency Spreadsheet requirements are met.

6. Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

AF Form 3132, *General Purpose (11" x 8-1/2")*

MICHAEL G. POPOVICH, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 90-201, *Inspector General Activities,* 17 June 2009

AFI 90-201_AFRC Sup 1, *Inspector General Activities,* 10 March 2007

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 90-2, *Inspector General—The Inspection System,* 26 April 2006

Abbreviation and Acronyms

AF— Air Force

AFI—- Air Force Instruction

AFMAN— Air Force Manual

AFPD— Air Force Policy Directive

AFRC— Air Force Reserve Command

AFRIMS— Air Force Records Information Management System

ART— Air Reserve Technician

SEV— Aircrew-Standardization Evaluation Visit

ASTS— Aeromedical Staging Squadron

CoP— Community of Practice

CV— Vice Commander

ESG— Executive Steering Group

FAV— Functional Assistance Visit

FM— Financial Management

FW— Fighter Wing

HHQ— Higher Headquarters

HSI— Health Services Inspection

LCAP— Logistics Compliance Assessment Program

MDS— Medical Squadron

METL— Mission Essential Task List

MICP— Management Internal Control Program

MICT— Management Internal Control Toolset

OPR— Office of Primary Responsibility

ORI— Operational Readiness Inspection

POC— Point of Contact

RAV— Readiness Assistance Visit

RDS— Records Disposition Schedule

SAV— Staff Assistance Visit

SI— Self-Inspection

UCI— Unit Compliance Inspection

Attachment 2

SAMPLE APPOINTMENT LETTER

                                                                          Date

MEMORANDUM FOR 944 FW/CCO

FROM: OFFICE SYMBOL

SUBJECT: Appointment of Self-Inspection Managers (S/S Our Memo, date)

The following personnel have been appointed as Self Inspection Managers for the (Squadron) IAW 944FWI 90-201.

Primary   _NAME_

Alternate   _NAME_

                                                    (Signature Element of your unit
                                                    Commander)

Attachment 3

SELF-INSPECTION COMPLETION ASSURANCE FORM

                                                                                        Date

MEMORANDUM FOR GROUP SELF-INSPECTION MANAGER

FROM: YOUR UNIT/OFFICE SYMBOL

SUBJECT: Annual Self-Inspection Completion Form

1. The required self-inspection for our unit is complete. This self-inspection included the following areas:

a. All pertinent Self-Inspection Checklists have been completed and documented.

b. Most recent official inspection/SAV reports for our unit/section have been reviewed (ORI, UCI, ESOHCAMP, ASEV, ATSEP, and HIS are some examples).

c. A Cross-feed/Lessons Learned Program is in place to review other unit's inspection reports.

d. Applicable Special Interest Items have been researched, considered and addressed as appropriate.

e. All discrepancies identified from SI Checklists, Unit Inspection Reports, and cross-feed/lessons learned have been reviewed and will be entered into MIC-T or appropriate database per current direction from the 944 FW/CCO.

2. I certify that the above items have been accomplished and that a working Self-Inspection Program is in place.

                                                Self-Inspection Manager's Signature Block

                                                Unit Commander's Signature Block

Cc: 944 FW/CCO

Attachment 4

GROUP AND SQUADRON LEVEL COMMON CORE COMPLIANCE CHECKLISTS

Note: These checklists are organized and listed IAW the Management Internal Control Toolset (MIC-T) database and AFI 90-201_AFRC SUP1, *Inspector General Activities*. The intent is to provide the group and squadron levels with more clear direction as to what Common Core compliance area checklists the respective areas are responsible for. Wing level and wing Functional Area Checklists are not included in this listing. Checklists below are in addition to your functional area checklists. It is important to note that MIC-T is a dynamic/changing tool and more checklists may be populated in the near future, as such this list may be modified to reflect those changes.

		DIRECTORATE					
	UNIT	A1	A3	A4	A6	A7	SE
CATEGORY	**CHECKLIST TITLE**	**CHECKLIST ABBREVIATION**					
Dual Compensation, Inappropriate Leave/Duty Status, Premium Pay	Time Card Folders	A1C*	X					
Dual Compensation, Inappropriate Leave/Duty Status, Premium Pay	Premium Pay	A1C*	X					
Unit OJT Management	UETM	AIK-09	X					
Commander Support Staff	Commander's Support Staff	CSS	X					
SORTS	SORTS Report	A3XR		X				
SORTS	Squadron SORTS	A3XR		X				
Supply Equipment Management	Equipment Management	A4RME-09			X			
Deployment Management	Unit Deployment Responsibilities	A4X-10			X			
Communications	Client Support Administrator, Group	A6NMC-02				X		
IT Asset Management	IT Asset Management	A6X-03				X		
Information Security	Unit Commander, Equivalents, or Staff	IP-02					X	

Information Security	Unit Security Manager	IP-03					X	
Information Security	Security Education/ Classification Management	IP-04					X	
Information Security	Safeguarding Classified Material	IP-05					X	
Ground Safety	AFOSH Training	SEG-35						X
Ground Safety	Housekeeping	SEG-18						X
Ground Safety	Fire Protection and Prevention	SEG-19						X
Ground Safety	Electrical Safety	SEG-21						X
Ground Safety	Office Safety	SEG-23						X
Ground Safety	Mishap Reporting	SEW-02						X

*Although MIC-T indicates this is a wing level checklist, squadrons will complete this requirement.   **Track at group level